Chapter 1 Concepts

OVERVIEW

Awarded Contracts
Table   The purposes of Awarded Contracts Table are:

- To identify a commodity available for purchase from contract

- To provide a means of viewing contract award data for a commodity

This table is maintained by the batch award process and when contract lines are manually added for the contract database. This is an inquire only table for display of pertinent contract award data for a commodity.

Commodity DPA
Agency Table   The purposes of Commodity DPA Agency Table are:

- To identify an agency's DPA limit for purchase for a specified commodity

- To identify an agency's DPA limit for receipt for a specified commodity

The primary agency processing on AGPS will be Delegation of Purchase Authority (DPA) requirements. To insure that DPAs are used correctly, and not abused, certain controls have been established within AGPS. One of these is the Commodity DPA Agency table. It establishes limits for purchasing and receipt for a specific commodity for AGPS DPA processing.

Commodity
Descriptions
Table   The purposes of Commodity Descriptions Table are:

- To provide a means for recording a description for a commodity within AGPS

- To provide a means for maintaining a description for a commodity within AGPS

- To provide a central source for commodity descriptions to be used in AGPS

This table is the single primary source for commodity descriptions to be used by the requisition (RLI2), order (OLI4) and contract (KLI2) commodity line programs, commodity description change programs, i.e., RMOD, OMOD, KMOD, etc., product print programs and reports, etc.

Commodity Object
Table

The purpose of Commodity Object Table is:

- To identify acceptable object codes for pre-encumbrance and encumbrance of DPA commodities

In processing of DPA commodities it is necessary to insure that correct funding is used for purchase. This table identifies those funding object codes that are allowable for use with that commodity.

Commodity Purchase
Agency Table

The purpose of Commodity Purchase Agency Table is:

- To restrict the purchase of a commodity on DPA orders to a specified agency(ies).

In processing of DPA requirements it may be necessary to restrict the purchase of a particular commodity to a specified agency or agencies. This is accomplished with the Commodity Purchase Agency Table.

Commodity
Table

The purposes of Commodity Table are:

- To identify a commodity available for purchase by a unique number

- To accumulate solicitation history for a specific commodity

- To accumulate bid history for a specific commodity

- To accumulate purchase history for a specific commodity

- To provide a central location of all required commodity data used by other applications within AGPS

The Commodity Table is the single source for all commodity data required for processing commodities within AGPS. This same table may also be used for restricting use of a commodity, i.e., state use, inventory center, etc. or for establishing dollar thresholds for purchase of a commodity, i.e., DPA purchase limit, approval limit, contract release order limit etc. Additionally, this table is used for assigning responsibility for purchases to specific buyers.

Commodity Unit of
Measure Table

The purposes of commodity unit of measure table are:

- To establish the authorized unit(s) of measure for processing purchase of a commodity within AGPS

● To accumulate award data for a commodity by unit of measure

The commodity unit of measure table is used within the system for verification of unit(s) of measure for a commodity and also to accumulate award amounts for a commodity by unit of measure.

**Commodity Agency
Inventory
Table**

Table disabled. Inventory Control Sub-system not in use.

The purpose of the Commodity Agency Inventory Table is:

● To identify inventory items by commodity code and to identify the agencies who are authorized to purchase the commodity from an inventory warehouse.

This table is used by the system to restrict those agencies who have been identified as having a commodity in an inventory warehouse to issue an order to their warehouse.

**Commodity Agency
Set-Aside
Table**

The purpose of the Commodity Agency Set-Aside Table is:

● To provide an agency with the capability of establishing an entire class/subclass as an exclusive set-aside category.

This table is used during the requisition process to designate requisitions to be set-aside, based on the class/subclass of the requisitioned commodity.

**Commodity Agency
Supplying Vendor
Table**

The purpose of the Commodity Agency Supplying Vendor Table is:

● To provide an agency with the capability of establishing its own vendor bid lists by commodity class/subclass.

This table is used during the solicitation process to select vendors to receive a solicitation from an agency purchasing office.

**Commodity Agency
Text Table**

The purpose of the Commodity Agency Text Table is:

● To provide an agency with the capability to link commodity text to a class/subclass, and to designate if the text is to print on any order for that commodity.

The system uses this table during the requisition, solicitation and order processes to print the referenced text anytime the class/subclass identified on this table is used on a requisition or order.

Terminology   The following terms are used throughout this unit:

Agency/Commodity DPA. This term is used to identify whether the commodity item can be purchased up to the agency's delegation of authority limit, or whether the commodity can be purchased up to the commodity delegation of authority limit, or whether the commodity is exempt from any approvals.

APR Amount. This term is used to refer to an amount recorded in the commodity header record for generation of automated approvals. When this commodity is purchased a dollar threshold approval will result if the commodity line estimated amount is greater than the APR (approval) Amount.

Areas/Regions. This term is used to refer to a geographical area or region of bidding or performance.

Class. This term is used to define a three position code used in the commodity database to identify the class (classification) of a commodity, i.e., plumbing supplies. A class commodity will be identified in the database as xxx - 00 - 000000.

Commodity Description (Specification). This term is used to describe a text record used for recording and maintaining commodity specifications.

Commodity Number. This term is used to describe a unique number, consisting of 11 characters, that is assigned to an item (commodity) in AGPS for processing. Commodities numbers are established by class, sub-class and item number.

Consumable Inventory System. The term consumable inventory system is used to describe the commodity inventory system in GFS for identification and control of inventory items.

CRO Amount. This term is used to refer to an amount recorded in the commodity header record for generation of automated approvals. When this commodity is purchased under a CRO (contract release order) a dollar threshold approval will result if the commodity line estimated amount is greater than the CRO Amount.

DPA. The term DPA is used to refer to Delegation of Purchase Authority.

DPA Agency. This term is used to refer to an agency that is processing a requirement under a DPA.

DPA Amount. This term is used to refer to an amount recorded in the commodity header record for generation of automated approvals. When this commodity is purchased under a DPA, a dollar threshold approval will result if the commodity line estimated amount is greater than the DPA Amount.

GEO Bid Code. This term is used to refer to a code used to identify the geographical area/region for bidding or performance and is defined and maintained in the BREG Table. When registering a vendor for a commodity, a GEO bid code will be identified for that vendor in the CGEO Table if applicable.

Inspection Type. This term is used to identify the type of inspection required for receipt and acceptance of a commodity.

Inventory Center Order. The term inventory center order is used describe an order issued to a warehouse by a requesting agency for an inventory item.

Inventory Item. The term inventory item is used to describe a commodity available for purchase from an agency's consumable inventory warehouse.

Item. This term is used to define a six position code used in conjunction with the commodity class and sub-class code in the commodity database to identify a specific commodity item, i.e., plumbing supplies, bathroom fixtures, cold water tap. An item commodity will be identified in the database as xxx - xx - xxxxxx.

Movable Property Item. This term is used to identify an item that is classed as movable property (fixed depreciable asset) and subject to item accountability.

Object. This term is used to refer to a funding object code. It will be the object code(s) authorized for use for purchase of a commodity under an order.

Object Control. This term is used to refer to a control indicator on the commodity record for purchase of a commodity under a specific funding object code. It will be used to indicate if the commodity is subject to use of the commodity object table.

Payment Approval Required. This term is used to refer to an approval requirement for processing payments against purchase of this commodity. When the OPAY payment record is created for this commodity an approval will be built that must be approved prior to approval of the OPAY record.

Prison Enterprise Item. This term is used to identify a commodity that is available from a contract with Prison Enterprises.

Purchase Limit. This term is used to refer to the limit set for the DPA purchasing process, i.e., purchase, receipt, payment, etc.

Recycle Item. This term is used to identify a commodity specification for an item that is made from recycled material.

Special Handling Item. This term is used to identify an item that requires special handling for shipment and/or storage, i.e., acid, explosives, etc.

SPO Bid Indicator. This term is used to indicate whether or not a vendor is active and has paid his fee to be on the State Purchasing bid list. Only vendors whose SPO Bid Indicator is "Y" will be automatically selected by the system to receive bids from any agency using the State Purchasing bid list.

State Use Item. This term is used to identify a commodity that is available for purchase from a State Use Contract (Sheltered Workshop).

Sub-Class. This term is used to define a two position code used in conjunction with the commodity class code in the commodity database to identify a sub-class (grouping) of a commodity, i.e., plumbing supplies, bathroom fixtures. A sub-class commodity will be identified in the database as xxx - xx - 000000.

Substitute Comm Number. This is the commodity within AGPS that has been identified as a suitable substitute for a specific commodity.

Type. This term is used to refer to the type of purchase limit that has been identified for a commodity by DPA agency, i.e., D - DPA purchase, P - DPA payment and R - DPA receipt.

Unit of Measure. This term is used to describe the unit of measure by which a commodity may be purchased using AGPS.

Key Concepts

Overview
Commodity information processing is that portion of AGPS wherein the agency or department (user) identifies and describes the supplies or services to be available for purchase. The user may describe the commodity or service desired, but the State Purchasing Office must approve the commodity description. Purchasing agencies use the commodity description to issue solicitations that will result in the award of a contract or to issue the order for the supplies or services. A commodity description may be modified on a requisition to meet the specific needs of a particular requirement. That modification would not update the central commodity database. It does, however, remain with that requisition and is used in the solicitation and order.

Commodity
Components
The components of commodity information processing include basic characteristics, description, DPA (Delegated Purchase Authority), agency, object, purchase agency, substitution, and unit of measure. The basic characteristics of the commodity are identified on the commodity table including status, type commodity, special handling indicator, state-use item, movable property item, prison enterprise item, recycle item, approvals, etc. The commodity description provides a uniform description of each commodity. The commodity object table is used to assure that the preferred object code is used to pay for the commodity item. The commodity purchase agency table restricts the purchase of a commodity to specific purchasing agencies. The commodity table is where history is maintained for each commodity. The commodity unit of measure table maintains units of measure and quantity history for each commodity.

Commodity
Structure
All commodities(supplies and services) are divided, from the top down, into classes, sub-classes and items with descriptions and pre-formatted codes at each level. The class level description is short and will print on reports. The sub-class level description is lengthier and may print on solicitations, orders, and contracts. There is an item description for each commodity which also prints on solicitations, orders, and contracts.

Commodity
Approvals
Approvals associated with a commodity class, sub-class or item may be indicated on the commodity record. When the commodity code is purchased, the approvals are automatically built and must be approved. Additional approvals may be added by the requisitioning or purchasing agency.

Contract
Items
The awarded contract table shows the contracts on which the commodity appears. The table is useful when searching AGPS for all contracts on which a commodity appears.

Management   The commodity information process is an excellent management tool to ensure that quality supplies and services are purchased in an efficient manner. The commodity database provides a detailed history of the commodity purchasing patterns to assist the buyer.

Discussion of Transactions

Awarded Contract Table (CAWD)   The Awarded Contract Table is used to establish record(s) that provide the user with an inquiry record that provides pertinent contract award data relating to a commodity. This table also provides other AGPS on-line programs record(s) to verify that a commodity is on contract and for identification of the contract and contract line for further processing and edits.

Commodity Description Table (CSPC)   The Commodity Description Table is used to provide the user with a file for recording and maintaining commodity description/specification text records. The user is also provided with the capability for deleting and inserting lines of text within existing text records. Additionally, all programs, on-line or batch, requiring a commodity description are provided access to this table for required text.

Commodity DPA Agency Table (CAGY)   The Commodity DPA Agency Table is used to establish records for control of commodity DPA purchases in the form of purchase limits for a commodity by commodity number and DPA Agency. The CAGY screen will be used for add, maintenance and inquiry of table records.

Commodity Object Table (COBJ)   The Commodity Object Table is used to establish records for control of commodity DPA purchases in the form of object code(s) permitted for funding of purchases for a DPA commodity by commodity number and object code. The COBJ screen will be used for add, maintenance and inquiry of table records.

Commodity Purchase Agency Table (CPUR)   The Commodity Purchase Agency Table is used to establish record(s) that restrict the agencies that may act as a purchasing agent for a specified commodity by commodity number and purchase agency. The CPUR screen will be used for add, maintenance and inquiry of table records.

Commodity Table (COM2)   The Commodity Table is used for creating and maintaining commodity records in AGPS by commodity number. Additionally, this record is used for identification of a commodity, i.e., source, inventory center item, state use item, etc., establishing dollar thresholds for purchase of the commodity and accumulating solicitation, bid and award data.

Commodity Unit of
Measure Table
(CUOM)   The Commodity Unit of Measure Table is used for creating and maintaining allowable
                  commodity unit of measure records in AGPS for purchase of a commodity by commodity
                  number. Additionally, this record is used for accumulating award data for a commodity by
                  commodity number and unit of measure.

Commodity Agency
Inventory
Table (CAIN)   Table disabled. Inventory Control Sub-system not in use.

                  The Commodity Agency Inventory Table is used to provide an agency with the capability to
                  identify inventory items by commodity code, and to identify the agencies who are authorized
                  to purchase the commodity from the warehouse. The CAIN screen will be used for add,
                  delete and inquiry of table records.

Commodity Agency
Set-Aside Table
(CASA)   The Commodity Agency Set-Aside Table is used to provide an agency purchasing office with
                  the capability of indicating set-aside commodities at the class/subclass level. The CASA
                  screen will be used for add, delete and inquiry of table records.

Commodity Agency
Supplying Vendor
Table (CASV)   The Commodity Agency Supplying Vendor Table is used to provide an agency purchasing
                  office with the capability of establishing and maintaining its own vendor bid lists at the
                  class/subclass level. The CASV screen will be used for add, delete and inquiry of table
                  records.

Commodity Agency
Text Table
(CATX)   The Commodity Agency Text Table is used to provide an agency purchasing office with the
                  capability of linking commodity text (terms and conditions) to a commodity at the
                  class/subclass level. The CATX screen will be used for add, change, delete and inquiry of
                  table records.